

# **ADMINISTRATIVE ASSISTANT TO THE MAYOR**

## **CITY OF MALVERN**

### **JOB PURPOSE AND SCOPE**

To provide assistance to the Mayor, assist Department Heads in the Mayor's absence, assist the general public, handle and direct all inquiries/concerns, assist the Mayor with the annual budget, assist in preparation of city council packets, assist the Mayor with the day to day operations of the City of Malvern.

### **ESSENTIAL JOB FUNCTIONS**

#### **Includes Knowledge, Skills and Abilities**

Assist Mayor with the day to day operations of the city.  
Handle concerns, inquiries, complaints and answer general questions of the public  
Excellent customer service and business development skills  
Responsible for answering the telephone in a timely manner  
Typing, answering emails, entering financial data that pertains to the Mayor's Office  
Assist in planning city functions with visiting dignitaries  
Assist Mayor in preparing the annual budget  
Help with preparing departmental reports for city council meetings  
Research and submit paperwork for grant requests  
Knowledgeable in local community, may be required to attend functions  
Maintain good punctuality and attendance to work.  
Excellent verbal and written communication skills  
Proficient in Microsoft Office  
Ability to work without close supervision  
Exhibit sound and accurate judgment  
Ability to adapt well to change  
Uphold the integrity of the Mayor's Office at all times  
Follows all city policies  
Other duties as needed

### **EQUIPMENT USED IN JOB PERFORMANCE/WORKING ENVIRONMENT**

Computer  
10 Key Calculator  
Photocopy Machine  
Facsimile Machine  
Telephone

### **BASIC QUALIFICATIONS**

High School diploma or equivalent  
Knowledge of computer and accounts either through higher learning or four (4) years related experience  
Proficient with Microsoft Office including, but not limited to, Outlook, Power Point, Excel, Word  
Valid Drivers' License with good driving record

**Starting pay depends on experience**